

How to e-File Subsequent Documents in Housing Court

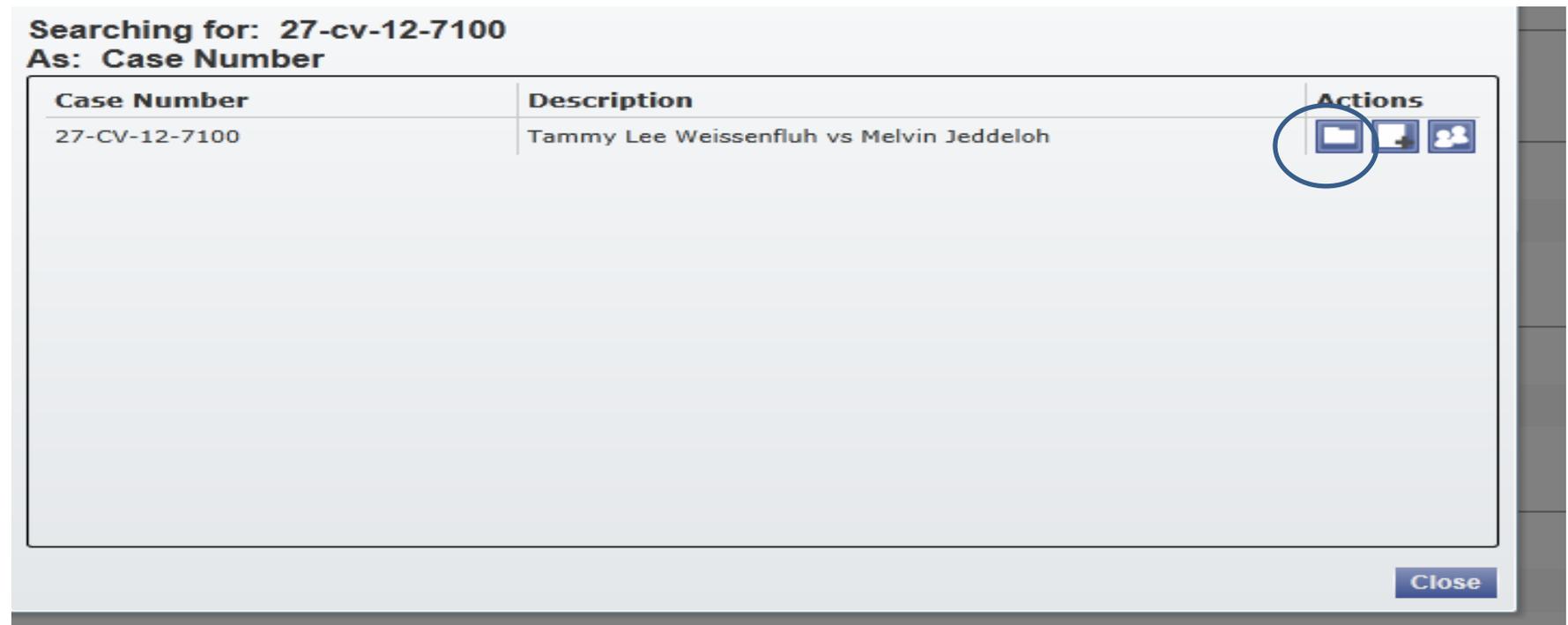
If a fee is due, payment or a **signed [In Forma Pauperis Order](#)** must accompany the filing. Payment must be made by credit card (Visa, MasterCard or Discover).

From your **Workspace**, enter case number or search by party name. Click on **Go** button.



The screenshot shows the Odyssey file & serve interface. At the top right, there is a navigation bar with links: WORKSPACE, MY ACCOUNT, COURT ADMIN, HELP, ABOUT, LOGOUT, and a user greeting: Welcome Lynn Fuchs. The Odyssey logo is on the left. In the center, there are buttons for NEW CASE and FIND CASE, followed by a text input field labeled 'Case Number' and a 'Go' button. Below this is a dark navigation bar with tabs: FILINGS, BOOKMARKS, TEMPLATES, REVIEW QUEUE, REVIEW HISTORY, and SERVICE CONTACTS. At the bottom, there is a search bar with dropdown menus for 'My Filings', 'All Statuses', and 'All Locations', and date pickers for 'From Date' and 'To Date'. There is also a 'Case or Envelope' input field and 'Filter' and 'Export' buttons.

From the list that is returned, click on the Start a Subsequent filing for this case icon



The screenshot shows a search results window titled 'Searching for: 27-cv-12-7100' and 'As: Case Number'. It contains a table with the following data:

Case Number	Description	Actions
27-CV-12-7100	Tammy Lee Weissenfluh vs Melvin Jeddelloh	  

A blue circle highlights the 'Start a Subsequent filing' icon in the Actions column. A 'Close' button is located at the bottom right of the window.

Parties

No changes needed

Click "Next"

Filings

1 Parties 2 Filings 3 Documents 4 Summary 5 Confirmation

Enter Filing Details

Select Filing Code*	<input type="checkbox"/> EFile <input type="checkbox"/> Service
Filing Description*	
Reference Number*	
Optional Services	Selected Optional Services
	<input type="button" value="Add →"/>
	<input type="button" value="← Remove"/>
Filing Comments	
Courtesy Copies ⓘ	

Add Another Filing

Previous

Next

Fees

Envelope Total \$0.00

Payment

Payment Account*

Party Responsible for Fees*

Filing Attorney

Filing Attorney

Filing Code – choose code to match the document you are filing. Common codes include *Affidavit of Service*, *Affidavit of Mailing*, and *Affidavit of Posting*.

Filing Description – if filing Affidavits of Service, add name of party served. If filing for a reissue, add email address of where you want the Summons sent. (If you are filing for reissue in more than one case and want the same court date, include your *Filer ID number* (if provided) or *management agency name* along with *x of y*.)

EXAMPLE (for reissues only): Steven Scott Mgmt 1 of 10, john.doe@gmail.com

Reference Number – this is a number for you to track your cases and/or your billings.

Optional Services – choose appropriate fee if any – Note: your filing will be rejected if a fee is due but not selected.

Filing Comments – for reissues, include any date/time you are NOT available for court.

Courtesy Copies – add email addresses of anyone you want to receive a courtesy copy of the file stamped document of your filing ONCE the court has accepted it.

Payment – choose *appropriate credit card*. Even if you are paying NO fees, you need to select a credit card. IF NO FEES ARE PAID, YOUR CREDIT CARD WILL NOT BE BILLED.

Filing Attorney – choose *name of attorney/agent /party* the case is being filed on behalf of, if any. Choices will be displayed in a dropdown box.

If filing more than one document, click on *Add Another Filing* and repeat.

Documents

1 Parties 2 Filings 3 Documents 4 Summary 5 Confirmation

Select Documents to Upload for Each Filing

Please only upload documents of the formats listed below:
Portable Document File (PDF), TIF File (TIF), TIFF Files (TIFF), Word 2007 File (DOCX), Word 97/XP File (DOC), WordPerfect File (WPD)

Filing	Document	Security
Affidavit of Service - on john doe		
Lead Document*	<input type="text" value="Click to Browse or Drag Files Here"/>	
Attachments	<input type="text" value="Click to Browse or Drag Files Here"/>	

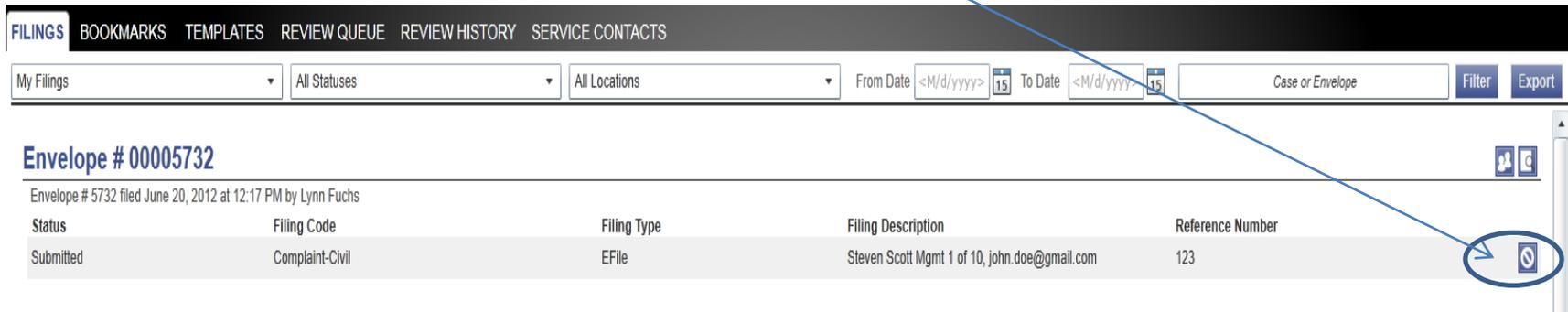
Filing #1 – attach the document similar to attaching a document to an email. Appropriate formats include word, pdf and tiff. Choose appropriate Document Security (most documents will be *Public*). If there are attachments to the Complaint (ie. lease), choose *add attachment* and repeat.

If more than one filing, repeat under Filing #2.

Click “Next”

Review the filing on the Summary screen. Click Edit to make any necessary changes. When finished, **Click “Submit”**. A Confirmation screen will appear.

If the status of your filing is *Submitting or Submitted*, you may cancel the filing; no fees will be charged to your credit card. If your filing is *“Under Review”* and you wish to cancel it, call the court for assistance.



The screenshot shows the eFiling system interface. At the top, there is a navigation bar with links: FILINGS, BOOKMARKS, TEMPLATES, REVIEW QUEUE, REVIEW HISTORY, and SERVICE CONTACTS. Below this is a search and filter section with dropdown menus for 'My Filings', 'All Statuses', and 'All Locations', along with date pickers for 'From Date' and 'To Date', and a 'Case or Envelope' search box. There are 'Filter' and 'Export' buttons. The main content area displays 'Envelope # 00005732' with a sub-header 'Envelope # 5732 filed June 20, 2012 at 12:17 PM by Lynn Fuchs'. Below this is a table with the following data:

Status	Filing Code	Filing Type	Filing Description	Reference Number
Submitted	Complaint-Civil	EFile	Steven Scott Mgmt 1 of 10, john.doe@gmail.com	123

In the bottom right corner of the table, there is a 'Cancel' button (represented by a circular icon with a diagonal line) which is circled in blue. A blue arrow points from the text above to this button.

For reissues, once the court has accepted your filing, they will prepare the Summons and email it to the email address you provided in the Filing Description. The court will delete the email address from the record once the Summons is sent; it will NOT be part of the court record.